

Notice Number: #42-21

Location: Commander Navy Installations Command - Joint Base Pearl Harbor-Hickam (JBPHH), Honolulu, Hawaii

Closing Date: 4/12/2021 (11:59:59 PM (EST))

Command & Location: CNIC - NAVREG HAWAII

Grade: GS-13/14

Job Type: **Assistant Counsel (General Practitioner: Civilian Personnel Law)**

The Navy and Marine Corps team offers innovative, exciting and meaningful work linking military and civilian talents to achieve our mission and safeguard our freedoms. The Department of the Navy Office of the General Counsel has been serving the Department since 1941 and is committed to developing innovative legal solutions to the business and other challenges facing the Navy and Marine Corps to enhance the war fighting capability of the Naval Service. You will find our attorneys stationed across the United States and worldwide, working with Navy and Marine Corps personnel wherever the Department's business is conducted.

There is an anticipated vacancy for an attorney to serve as an Assistant Counsel (Civilian Personnel Law) within the Commander, Navy Region Hawaii (CNRH) Office of General Counsel (OGC), located at Joint Base Pearl Harbor- Hickam (JBPHH), Honolulu, HI. CNRH is one of eleven Regions reporting to Commander, Navy Installations Command (CNIC), and Region Counsel, CNRH reports to the Counsel, CNIC. The Team CNIC OGC organization, led by Counsel, CNIC, is under the general supervision and coordination of the Department of the Navy (DON) OGC and provides commercial and business legal services to the CNIC enterprise.

CNIC's mission is to provide consistent, effective, and efficient shore installation services and support to sustain and improve current and future Fleet readiness and mission execution. CNIC is a subordinate command (Echelon II) to the Chief of Naval Operations. CNRH, is an Echelon III command which reports to CNIC, and is responsible for providing shore installation services at JBPHH and the Pacific Missile Range Facility, Kauai, HI. These two bases contain over 33,000 acres of land on two islands, support over 180 tenant commands, and service over 50,000 Navy personnel and dependents, and over 5,000 Air Force personnel and dependents. The functions of CNRH are diverse and pertain to all aspects of shore installation support operations including the management and control of resources, equipment, and Class I and Class II real property. For more information about CNRH, please visit: <https://www.cnic.navy.mil/CNRH/index.htm>.

The Assistant Counsel will report directly to Counsel, CNRH. The successful candidate will be a general practitioner, who will provide legal support across the full range of OGC's practice areas. It is anticipated that the incumbent will provide the full range of OGC practice responsibilities, with particular emphasis in the areas of civilian personnel law and labor relations, including Equal Employment Opportunity Commission, Merit Systems Protection Board, and arbitration-related matters; and installation management law, covering fiscal, procurement, real/personal property, and other business law matters, government ethics, environmental law and land use, Freedom of Information and Privacy Act issues, and other fields of law under the cognizance of OGC. Prior experience in supporting N9, to include advising on Morale, Welfare and Recreation programs, and familiarity with Non-Appropriated Funds activities, is desired and will receive positive consideration. Occasional travel may also be required.

The vacancy covered by this personnel notice is rated at the full performance level of GS-14. This vacancy will be filled at the GS-13/14 level. To be selected at the GS-13 level, applicants must have in excess of two years of professional relevant legal experience in any of the OGC practice areas. To be selected at the GS-14 level, the applicant must have at least three and one-half years of professional legal experience in any of the OGC practice areas. While not a requirement for this position, the ideal candidate will have successful litigation experience in civilian personnel law and labor relations matters. Familiarity with CNIC, CNRH, and DON OGC is desired, but not mandatory. Grade and pay will be set commensurate with the successful applicant's qualifications, funding availability, and General Schedule pay setting guidelines.

In addition to base salary, compensation includes a combination of the Cost of Living Allowance (COLA) authorized for Hawaii and Locality Pay. Unlike Locality Pay, the COLA is excluded from income for purposes of calculating federal income tax liability and entitlement to retirement benefits. The current COLA rate for Hawaii is 10.28% of base pay. The current Locality Pay for Hawaii is 19.56% of base pay.

Applicants will be evaluated on: 1) the depth, breadth, and quality of relevant legal experience; 2) their research, analytical, writing and communication skills; 3) their interpersonal skills, including the ability to establish strong attorney-client relationships, including with senior military clients and with government civilian attorneys; 4) their success contributing to a legal team/organization. Knowledge, understanding, or experience with DON OGC, the DON, and/or CNIC may be considered a plus. Applicants with a record of making significant contributions to the advancement of the DON OGC or equivalent Office of the General Counsel, or Law Firm/Office beyond the day-to-day legal practice are desired.

The successful candidate for the position must have graduated from a law school accredited by the American Bar Association (ABA), be an active member in good standing of the bar of the highest court of a State, U.S. Commonwealth, U.S. territory, or the District of Columbia, and be admitted to practice before a state or federal court. U.S. citizenship is a requirement, and the successful applicant(s) must be able to obtain and maintain a SECRET clearance.

Interested attorneys are encouraged to contact Trish Morris, CNRH Region Counsel, at 808-473-3522, 808-478-4123 or patricia.a.morris@navy.mil with any questions or to learn more about the position.

Applicants must submit a cover letter explaining their interest in the position. The application package should also include a resume, two writing samples (NO MORE than 10 pages in length, but each may be portion of larger document), two most recent performance appraisals (if available), and the names and telephone numbers of at least three references who can speak to their professional qualifications (other than current supervisors) and whom may be contacted. Applications should include current grade (if applicable), salary requirements, and projected availability. Attorneys who have graduated from law school within the last five years (since 2016) must provide a copy of their law school transcripts, including class rank, with the application package. Current federal employees must also provide a copy of their most recent SF-50.

Electronic submissions (MS Word or Adobe “.pdf”) are required and should be sent to

CNICOGCJOBS@navy.mil. Hard copy applications are not being accepted at this time.

This Personnel Notice will close at 11:59:59 EST on, April 12, 2021, and complete applications must be received by this time and date to be considered.

If the successful applicant is not currently a member of the Department of the Navy Office of the General Counsel, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see Careers section of www.ogc.navy.mil).

NOTICE OF VETERANS' PREFERENCE

There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor for attorney hiring. Applicants eligible for veterans' preference must include that information in their cover letter or resume and attach supporting documentation (e.g., DD Form 214, "Certificate of Release or Discharge from Active Duty") to their submissions.

Although the point-preference system is not used, applicants eligible to claim a 10-point preference must submit a Standard Form (SF) 15, "Application for 10-Point Veteran Preference," and supporting documentation required for the specific type of preference claimed. (SF-15, which lists the types of 10-point preference and the required supporting documents, is available from the Office of Personnel Management Website at www.opm.gov.)

Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit <https://www.fedshirevets.gov/index.aspx>, <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/veterans>, and see the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Links:

<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>

<https://www.opm.gov/policy-data-oversight/disability-employment/hiring/#url=Schedule-A-Hiring-Authority>

Legal and Regulatory Guidance Links:

Financial suitability Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>

Social security number request Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>

Privacy Act Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>

Signature and false statements Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>

Selective Service Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>

New employee probationary period Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>

If relocation expenses are a requirement, the applicant should state their requirement for this expense in the application package. Relocation expenses may be paid, but are not guaranteed.

Permanent Change of Station (PCS) funding may be available to those eligible.